



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TELECOMMUNICATIONS SPECIALIST I

Job Number: 20001820

Job Code: 96010V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional level duties in providing new telephone service, modifications to existing telephone service or the physical relocation of telephone service for state agencies; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of telecommunications experience in telephone system design (PBX or key systems), telephone system sales, consulting or marketing, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in any of the above or related fields will substitute for the education on a year-for- year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Evaluates an agency's telephone requirements to determine the number of telephone stations, projected telephone traffic and telephone features needed (e.g., call forwarding, ring transfer, paging, call transfer, intercom, etc.). Evaluates the efficiency of an agency's telephone system which includes cost effectiveness. Acts as liaison between the agency and the telephone vendor to determine telephone requirements. Assists the agency in preparing Request for Proposal, technical evaluation of bids and makes recommendations to the agency. Negotiates with vendors concerning products and services offered. Coordinates the work to be performed with the telephone vendor and agency, assuring that the work is being performed as prescribed and on schedule. Maintains contacts with agencies to assure that telephone service meets the needs and that deficiencies in service are corrected. Advises agencies concerning cost information and technical information if improvements or changes in telephone services are planned. Attends seminars, schools and other training sessions offered by the telecommunications industry to keep abreast with developments and innovations. Provides other technical and administrative duties as requested.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.